

WIC Advisory Council Meeting
Tuesday, June 25, 2013
11-1pm

MINUTES

WIC Advisory Council Participants:

Marti Woolford
Kate Bradshaw
Myron Bateman
Marcie Johnson
Bonnie Farmer
Ralph Clegg

State Staff Participants:

Chris Furner
Angela Sorrells
Rick Wardle
Dana Gauthier
Phyllis Crowley

- I. Welcome and Introductions Myron Bateman
Myron Bateman had each participant introduce himself or herself and give their title. He made a motion to accept the minutes of the previous meeting. The minutes were approved by Ralph Clegg.

- II. Finance Updates Dana Gauthier and Chris Furner
Our Participation is currently about \$66,000 we are hoping to raise that because our funding is based on participation. We are hoping we rebound. The funding formula at the national headquarters takes two years to catch up to participation decreases. We are hoping to head this off by spending forward as much of our allocation as we can.
 - A. Food Funding
We have 30 million in food funding for this year. It is a decrease from last year when we had 32 million. The USDA likes us to spend 97% of our food dollars each year. We are projecting to spend 95% this year. That will mean that we will have a 2% decrease the next year or \$580,000.00. The good news is that we will not have to do caseload management this year.

 - B. New Funding Formula

Operational funding is our current budget (\$16,166,402) and what we are expecting next year (\$15,800,000). Our Peer Counseling Budget will be (\$414,071).

The new funding formula was created in collaboration with the local health office funding committee. Some people will get an increase and some will get a decrease. The new formula is based heavily on geographic factors such as Population Density, Workforce Conditions, and Participation Level. The Health Officers will have their final vote in July, but it looks like it will easily be passed. Health Officers wanted a formula where everyone had a base rate

and then different variables were taken into consideration. The good thing is we can add more variables at any time.

III. Nutrition Services Updates

Phyllis Crowley

A. The following are some notable updates:

- 1) We have been busy creating the documentation and presentations for the training on the USDA findings.
- 2) We have also been creating the training presentations and documentation for the Amendment 7 training. There is a good PowerPoint Presentation so that staff can get the training at a time that is convenient for each one of them.
- 3) Busy - completed training for USDA findings - ppt trainings to locals
- 4) Getting feedback - they appreciate the material
- 5) We are now in phase two of the Online Peer Counseling Program. The pilot will begin with Central next month. It is going very well. Tooele has helped us identify some navigational issues and get them fixed.
- 6) We have a local Nutrition Education Committee now. Bonnie Farmer has been great in recommending members for this committee to address any needs that come up.
- 7) Salt Lake requested a generic Physician form letter so that local staff could copy this on their local letterhead and send nutrition and breastfeeding data and information to their local physicians. We are finalizing those forms and hope to have them out in the next month.
- 8) The Immunization Program is working with our Nutritionists have been working with Gayla Sperry to revise and update the Pertussis Fact Sheet. It contains new updated guidelines especially for pregnant women.
- 9) Any comments or ideas will be worked into the agenda for our next meeting.
- 10) We have been working as a team to make sure that we have made all the changes to the new P & P format required by the USDA. Rick has worked very hard to get this new formatting set up.
- 11) We are working on goals and objectives to our State Plan that will be submitted to the USDA in August.

B. Some of the goals are:

- C. Reduce the percent of children in the Utah WIC who are overweight and at risk for overweight. Reduce the rate of anemia. We have been very successful this past year in doing just that.
- D. Implement new nutrition risk revisions/criteria including the WHO growth charts, which establishes breastfeeding as the norm.
- E. To get the Mountain West Mother's Milk Bank up and running.

We would like your feedback or comments on these goals and objectives. Please email those to Phyllis Crowley.

VI. P & P and Operations Updates

Rick Wardle

A. P & P and the State Plan

- We have had to reorganize our P and P this year. It is very different from what we have done in the past. The USDA has provided us with a format that consists of three different sections. Divided into 11 functional areas. Within those tabs or sections, we have many different documents that refer to different aspects of that functional area. We have about 120 function documents within our P & P. The sections are:
 - I. Goals and objectives for the Program. Rick asked if anyone would like to add or change anything to our goals for this year.
 - II. Local Agency Policies and Procedure Manual.
 - III. State Operations that include options that we take at the state, how we operate the program compared to the options that are given by the federal regulations on what the state can do differently between each other. They have given us some questionnaires where we answer yes or no, etc. They want us to add some narratives or explanations and refer to the locations in our P & P. The Local Agency P&P portion of the State Plan is currently posted on our public website for public comment, and on SharePoint for local staff to review. Anyone who would like to review them may send comments until July 9. After which we will discuss the comments and make any changes that need to be made.

B. Some updates and changes:

- 1) The goals for EBT will be to develop the database this is an ongoing goal. Chris will provide you with all the goals documents so you can read them and make comments. We have to submit the goals to the USDA on August 1.
- 2) Significant changes this year were made in response to USDA management evaluation findings from last year and due to changes in the VISION information system enhancements we will be implementing with Amendment 7. Major changes include:
- 3) Changing child certifications from 6 months to 1-year certification periods. That has been approved and will be included in amendment 7.
- 4) In addition, the VISION system will now require local staff to ask the client if they are registered to vote and offer them a registration form if not already registered.
- 5) We are also proposing to increase the number of local WIC clinics that we complete management evaluation audits for each year. This change will allow us to visit and audit each clinic at least once every four years. We feel this change is needed to ensure that all clinics understand policy and are in compliance with state and federal regulations. We think this change will help us in future USDA audits and also ensure clinics are providing the best service to our clients.
- 6) As of now, I am not aware that we will be proposing any changes to state operations except for changing to one-year child certification periods.
- 7) When we have completed Sections I and III of the State Plan we will post them for public comment as well.
- 8) The State Plan including the final version of the proposed P&P will be sent to USDA by August 15 for approval. We expect implementation of the FY14 P&P to occur October 1.
- 9) We are planning to conduct regional training meetings in our local agencies during August and September to train staff on policy and procedures and also to go over items that require additional training from our USDA management evaluation from last year.
- 10) This training is part of our actions plans to close our findings. Several state staff members will be traveling to various locations around the state to put on half-day training seminars.

11) The income guidelines have gone up a bit from last year, with a family of 4 with an annual income of \$43,568 or less now being eligible compared to \$42,643 last year.

12) TIP – The Integrity Profile is a report that is sent to the USDA every year. It is data that is collected every month of the federal fiscal year regarding vendor information such as redemption, fraud, etc., etc.

V. Vendor Management Updates

Chris Furner and Rick Wardle

A. Goals for the New Fiscal Year

- One of our goals is to update the vendor price management system. That is something that Linda Schiele is working on. Method of collecting prices online from the vendors. We would like to create a system or website that our vendors could go to and fill in their prices, etc. This may take some time due to funding issues.
- One of last year's vendor management goals was to update and streamline our vendor manuals. We now have a vendor manual for the store management. We have a cashier-training manual. We have a separate manual for bookkeeping staff. WE have also revised the vendor training materials we have for the WIC clinic staff. All of these new manuals were completed and sent out in January of this year. We have updated the Power Pint presentation that we use for vendor training. We also have a new vendor training video DVD that we have sent to all of the stores to train their staff.
- Another goal was to evaluate and update compliance buys. Linda Schiele and Chris Furner have done a lot of work on that. We have a new contracted investigative company.
- The vendor agreements (for a three-year period) were renewed this year. Linda is constantly working on any changes that need to be made for the new agreements that will need to be made at the end of the three years.
- Operations and Administrative goals are goals that Rick and Chris work on together. We have taken over a large part of the vendor management duties from the locals. Linda is personally training all of the Wal-Mart stores

V. Other Goals for the next fiscal year are:

- 1) We will not have a state WIC Conference this year due to budget restraints. We will be doing local training in August and September to explain some of the new changes to the P & P, and training on some of the findings from the USDA. They will be 4-hour trainings.

- 2) Most of last year's goals for O and A will be repeated again for this year's goal. Please look them over and give us your feedback.
- 3) One of the changes that we made is that we can now do child certifications of one year instead of every six months.
- 4) Another big change is that we need to start asking every participant about voter registration. The system will ask you to ask the participant if they are already registered or if they want to be registered to vote. We will have registration forms available for them to take with them, or they may fill them out at the clinic. There will be a field in the certification to notate this.
- 5) All state agencies are required to improve our fraud detection. We have hired a new investigative agency called Private Ops. They have a team of investigators made up of Private Investigators, attorneys, and ex-police officers. They will be investigating fraud and conducting our compliance buys. We have recently discovered a fraudulent practice going on all over Utah. People are selling suspected WIC infant formula at virtual yard sales on the internet. Most of them are referred to as 24/7 Yard Sales on Facebook. If you see any of these websites trying to sell WIC foods, please let the state know. When the investigators find a WIC participant who is selling formula, etc. we will contact the WIC Director for the client's clinic. Then they will need to call the person and have them come down to the clinic to meet. They will inform the client that they are engaging in fraud and the penalties may include repayment or loss of WIC Benefits. We feel this will be a deterrent from committing fraud.

VI. The Next Meeting

Myron Bateman

It was agreed upon by show of hands that the next meeting would be on September 11, 2013. The meeting adjourned at approximately 1:00 pm.

Lunch was provided by Myron Bateman, Thank you Myron!